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Civil Engineering

REAL PROPERTY FACILITY MANAGER

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 32-10, *Installations and Facilities*, with the requirement and responsibilities for Real Property Facility Managers. It applies to all organizations and tenants assigned to Minneapolis-St Paul IAP ARS, MN who serve in the capacity as Real Property Managers.

SUMMARY OF REVISIONS

This revision changes Security Police to Security Forces and updates the format. A (I) indicates revisions from the previous edition.

1. Objectives . To promulgate the delegation and relief of Facility Manager (a.k.a. Building Managers) assignments and to outline Facility Manager responsibilities.

2. Assignment . The Division Chief/Unit Commander will designate a primary and alternate Facility Manager for each facility assigned to that organization. Where more than one division occupies a facility, the major user will assign the primary Facility Manager and alternates will be assigned by each using organization. The Base Civil Engineer (BCE) will be advised in writing of the assignment by providing name, organization, duty telephone number and home telephone number. The assigning official will ensure that a Privacy Act Statement, as required by the Privacy Act of 1974, is filled out when personal data is obtained directly from the person assigned. If this information is taken from existing records a Privacy Act Statement is not required:

2.1. Changes in Facility Managers. Changes will be sent in writing to the BCE ten days prior to the desired change date. Outgoing Facility Managers will process through the BCE prior to the changeover date.

2.2. Facility Manager List. The BCE Realty Specialist will prepare and maintain a list of Facility Managers from the data received from each organization. A copy of the consolidated list will be sent to DoD Security Forces (934SPTG/SF). They will use this data to contact Facility Managers in case of an emergency. A copy sent to BCE work control for validation of work requests. A copy to the Civilian Personnel Office to ensure Facility Managers clears through the Real Property Office before departing the base due to transfer or resignation.

3. Responsibilities . The Facility Managers are the Division Chief's/Unit Commander's representatives. Facility Managers, in cooperation with all occupants and users of a facility, are responsible for the care, custody and protection of the assigned real property. Every effort will be exerted to safeguard the property from damage and loss. Facility Managers are responsible for the following:

3.1. Facility Management:

3.1.1. Periodic Facility Surveys. In order to identify work requirements on AF Form 332, BCE Work Request, surveys of the general facility condition will be conducted with particular attention to:

3.1.1.1. Housekeeping Practices. Only Facility Managers may report service contract deficiencies to BCE Quality Assurance Evaluator, e.g., refuse collection, custodial contract.

3.1.1.2. Safety Hazards. Report any condition, act or procedures that could result in a mishap causing injury to personnel or damage to property.

3.1.1.3. Fire Prevention. Facility Managers are responsible for ensuring that areas under their control are maintained in a fire safe condition and that all fire hazards are corrected as quickly as possible. All Facility Managers will abide by procedures set forth in 934 AWI 32-2001, Base Fire Prevention Program.

3.1.1.4. Conservation of Utilities. Establish procedures to ensure thermostat settings do not exceed temperature standards set forth in the Base Energy Plan. Make every effort to ensure equipment is not left running when not in use. Notify BCE promptly of any loss of integrity of facility systems; e.g. broken windows, leaky faucets, etc.

3.1.1.5. Space Utilization. Any change in currently authorized use must be submitted to BCE in writing and approved by the Facilities Board.

3.1.2. Facility Security. Establish procedures to ensure doors and windows are secured when facility is unoccupied. Security Forces will contact the Facility Manager if the facility is found unsecured.

3.1.3. Snow and Ice Control. Ensure snow and ice does not create a safety hazard. Removal and sanding will be done according to the Base Snow and Ice Control Plan.

3.2. Brief Facility Occupants. A viable Facility Manager program depends not only on the Facility Manager but on all facility occupants. Facility occupants will be briefed annually as to their responsibilities. Attachment 1 will be used as a guide.

3.3. Administrative Details:

3.3.1. AF Form 332. Work requirements should be identified on AF Form 332 for approval and scheduling by BCE. AF Forms 332 should be submitted to 934 SPTG/CEMRC, through 934 SPTG/SGPB, for initial coordination (Block 14).

3.3.2. Work Request Status Log. In order to track work requests, a log will be maintained including as a minimum, the date of the request, a brief description of work, BCE assigned job/work order number and current status. All status requests to BCE must reference job/work order number.

3.3.3. Key Control. Maintain a log for the accountability of all keys to the facility at all times. Log will include date issued, to whom issued, replacement keys issued and reason, and date of turn-in.

RICHARD R. MOSS, Colonel, USAFR
Commander

Attachment 1**SAMPLE LETTER TO FACILITY OCCUPANTS****MEMORANDUM FOR FACILITY OCCUPANTS**

(Date)

FROM: John Doe, Facility Manager**SUBJECT:** Facility Occupant Briefing

1. You and I, as facility occupant and facility manager, are responsible for the care, custody, safeguarding, and protection from damage and loss of this facility and all real property and installed equipment herein. In order for us to more effectively perform these caretaking duties, here are some guidelines to follow:

a. Job Order Requests - I, as the Facility Manager, am the focal point for facility problems; please coordinate all job order requests through me so I can forward the requests to BCE. In the normal case, BCE would prefer not to accept job order requests from anyone other than the Facility Manager. (Because of reduced manpower, one focal point for maintenance request helps them to better schedule maintenance work in facilities.) Job order requests NOT made by me will needlessly delay your request. Work classification and targeted BCE response times are:

(1) Emergency - Failures of deficiencies which constitute an immediate danger or health hazard to occupants, or which threaten damage property. Target response is within 15 minutes.

(2) Urgent - Failures or deficiencies which do not immediately endanger the occupants or threaten damage to property, but would soon inconvenience and affect the health and well-being of facility occupants. Target is initial response within 4 hours and completion within 15 working days after receipt of materials.

(3) Routine - Work which does not meet criteria of emergency or urgent work. The target is completion within 60 days after receipt of materials.

2. BCE does not repair furniture, fix personal appliances, move furniture or build items otherwise available through supply channels. For painting operations, we are responsible for removing personal items from ceilings, walls and floors. Additionally,

a. Key Control - I maintain a log for the accountability of all keys to the facility. All keys will be requested and issued by me as the Facility Manager.

b. Housekeeping Practices - Any deficiencies noted or service deviations required in service contracts (refuse collection and custodial) should be reported to me. I will then report them to the BCE Quality Assurance Evaluator (QAE). Again, under BCE's PWS, the QAE cannot accept notification/requests from anyone other than the Facility Manager.

c. Fire and Safety Hazards - Immediately report to me any condition, act or procedure that could result in a mishap causing injury to personnel or damage to property.

d. Conservation of Utilities - Please ensure that the thermostat settings match the settings indicated in the Base Energy Plan. Make sure equipment is turned off when not in use. Let me know ASAP of any

loss of integrity of facility systems; e.g. broken windows, leaky faucets, steam leaks, burned out lights, and stopped up commodes or floor drains.

e. Space Utilization - Please report to me any change in currently authorized space so that a written request may be made to BCE for approval by the Facilities Board.

f. Facility Security - Please make sure that doors and windows are secured when facility is unoccupied.

3. If you have any questions, please give me a call at extension _____.

JOHN DOE

Facility Manager